

Title II Workforce Investment Act of 1998  
Adult Education and Family Literacy Act  
P. L. 105-220

# **Missouri Adult Education and Literacy State Plan 2000 - 2004**

**Original Submitted: April 12, 1999**  
Revision Submitted March, 2002

Department of Elementary and Secondary Education  
PO Box 480, 402 Dix Road  
Jefferson City MO 65102-0480

## Policy of Nondiscrimination

Applicants for admission and employment, students, parents of elementary and secondary students, employees, sources of referral of applicants for admissions and employment, and all unions or professional organizations holding collective bargaining or professional agreements are hereby, notified that the Missouri Department of Elementary and Secondary Education does not discriminate on the basis of race, color, national origin, gender, age, or disabling condition in admission or access to, or treatment, or employment in its programs and activities.

Any person having inquiries concerning compliance with the regulations implementing Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, is directed to contact:

Director of Human Resources  
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This position has been designated to coordinate the Department's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504.

UNITED STATES DEPARTMENT OF EDUCATION  
Office of Vocational and Adult Education

Adult Education and Family Literacy Act  
Enacted August 7, 1998 as Title II of the  
Workforce Investment Act of 1998 (Public Law 105-220)

The Department of Elementary and Secondary Education of the State of Missouri hereby submits its revised five-year State plan to be effective until June 30, 2004. The eligible agency also assures that this plan, which serves as an agreement between State and Federal Governments under the Adult Education and Family Literacy Act, will be administered in accordance with applicable Federal laws and regulations, including the following certifications and assurances:

CERTIFICATIONS

EDUCATION DEPARTMENT GENERAL  
ADMINISTRATIVE REGULATIONS  
(34 CFR PART 76.104)

- (1) The plan is submitted by the State agency that is eligible to submit the plan.
- (2) The State agency has authority under State law to perform the functions of the State under the program.
- (3) The State legally may carry out each provision of the plan.
- (4) All provisions of the plan are consistent with State law.
- (5) A State officer, specified by title in the certification, has authority under State law to receive, hold, and disburse Federal funds made available under the plan.
- (6) The State officer who submits the plan, specified by the title in the certification, has authority to submit the plan.
- (7) The agency that submits the plan has adopted or otherwise formally approved the plan.
- (8) The plan is the basis for State operation and administration of the program.

## **ASSURANCES**

### **WORKFORCE INVESTMENT ACT OF 1998 (Public Law 105-220)**

#### **(Section 224 (b) (5), (6), and (8))**

1. The eligible agency will award not less than one grant to an eligible provider who offers flexible schedules and necessary support services (such as child care and transportation) to enable individuals, including individuals with disabilities, or individuals with other special needs, to participate in adult education and literacy activities, which eligible provider shall attempt to coordinate with support services that are not provided under this subtitle prior to using funds for adult education and literacy activities provided under this subtitle for support services.
2. Funds received under this subtitle will not be expended for any purpose other than for activities under this subtitle.
3. The eligible agency will expend the funds under this subtitle in a manner consistent with fiscal requirements in Section 241.

#### **SEC. 241. ADMINISTRATIVE PROVISIONS.**

- (a) Supplement Not Supplant.—Funds made available for adult education and literacy activities under this subtitle shall supplement and not supplant other State or local public funds expended for adult education and literacy activities.
- (b) Maintenance of Effort.—
  - (1) In general.—
    - (A) Determination.—An eligible agency may receive funds under this subtitle for any fiscal year if the Secretary finds that the fiscal effort per student or the aggregate expenditures of such eligible agency for adult education and literacy activities, in the second preceding fiscal year, was not less than 90 percent of the fiscal effort per student or the aggregate expenditures of such eligible agency for adult education and literacy activities, in the third preceding fiscal year.
    - (B) Proportionate reduction.—Subject to paragraphs (2), (3), and (4), for any fiscal year with respect to which the Secretary determines under subparagraph (A) that the fiscal effort or the aggregate expenditures of an eligible agency for the preceding program year were less than such effort or expenditures for the second preceding program year, the Secretary—
      - (i) shall determine the percentage decreases in such effort or in such expenditures; and
      - (ii) shall decrease the payment made under this subtitle for such program year to the agency for adult education and literacy activities by the lesser of such percentages.
  - (2) Computation.—In computing the fiscal effort and aggregate expenditures under paragraph (1), the Secretary shall exclude capital expenditures and special one-time project costs.

- (3) Decrease in federal support.—If the amount made available for adult education and literacy activities under this subtitle for a fiscal year is less than the amount made available for adult education and literacy activities under this subtitle for the preceding fiscal year, then the fiscal effort per student and the aggregate expenditures of an eligible agency required in order to avoid a reduction under paragraph (1) (B) shall be decreased by the same percentage as the percentage decrease in the amount so made available.
- (4) Waiver.—The Secretary may waive the requirements of this subsection for 1 fiscal year only, if the Secretary determines that a waiver would be equitable due to exceptional or uncontrollable circumstances, such as a natural disaster or an unforeseen and precipitous decline in the financial resources of the State or outlying area of the eligible agency. If the Secretary grants a waiver under the preceding sentence for a fiscal year, the level of effort required under paragraph (1) shall not be reduced in the subsequent fiscal year because of the waiver.

Missouri Department of Elementary & Secondary Education  
(State Agency)

PO Box 480

Jefferson City MO 65102  
(Address)

By: \_\_\_\_\_  
(Signature of Agency Head)

Commissioner of Education  
(Title)

\_\_\_\_\_  
(Date)

## 2.0 NEEDS ASSESSMENTS

- 2.1 The total population for the State of Missouri is 5,358,692 of which 3,939,284 persons are 16 years of age or older. There are 17% of these adults at level 1 and 46% are at level 1 or 2 as defined in the National Adult Literacy survey conducted by Portland State University. (See Appendix E)
- 2.2 Missouri adults 16 years of age or older include the following special populations:
1. 15% low income adult learners who are educationally disadvantaged.  
(Source: Missouri State Census Data Center).
  2. 13% have a disability that is serious enough to limit their ability to work.  
(Source: Census Predictors, Portland State University, 1996).
  3. 18.5% are single parents and displaced homemakers.  
(Source: Missouri State Census Data Center).
  4. 12% have multiple barriers to educational enhancement while less than 1% have limited English proficiency. (Source: Synthetic Estimates of Literacy, Portland State University, 1996).
  5. 0.5% are criminal offenders in correctional or other institutions.  
(Source: Missouri Department of Corrections).
  6. 0.5% are homeless adults. (Source: Missouri Association for Social Welfare, Missouri 1996 Homeless Census).
- 2.3 The University of Missouri statistically analyzed census data of the State of Missouri to determine the target population of eligible adult students for each school district..  
(See Appendix E)

### 3.0 DESCRIPTION OF ADULT EDUCATION AND LITERACY ACTIVITIES

- 3.1 Local Program applicants will determine what services are needed in the area to be served that are allowable under the act and will determine how these services will be provided. Services include:
1. Adult Education and Literacy services which may include Workplace Literacy services.
  2. Family Literacy (See section 9.0 of the State Plan).
  3. English Literacy programs (English as a Second Language).
- 3.2 Adult Education and Literacy funds will be used to support or provide programs, services, or activities for individuals who are 16 years of age or older and who are not enrolled or required to be enrolled in secondary school under Missouri State Law.
- 3.3 Exceptions may be made by the local program if they decide to use Adult Education and Literacy funds for Family Literacy if such programs, services or activities are part of a Family Literacy program which meets the definition contained in the Act. Adult Education funds may be used to provide family literacy services under this subtitle.

Prior to providing Family Literacy services with Adult Education and Literacy funds, the local program must coordinate and utilize all programs and services not funded by Adult Education and Literacy Title II funds. (Section 231 (d) of the Act)

## 4.0 ANNUAL EVALUATIONS

- 4.1 The Adult Education and Literacy Section of the Department of Elementary and Secondary Education, hereafter referred to as DESE, will conduct comprehensive evaluations of approximately 20% of the local Adult Education and Literacy programs each year.
- 4.2 Programs funded to Local Educational Agencies (LEA's) will be evaluated in conjunction with Missouri's School Improvement Program Evaluations when practical. The State of Missouri provides a comprehensive evaluation of every school district every five (5) years as part of the Missouri School Improvement program.
- 4.3 Programs funded to eligible agencies or institutions other than LEA's will be evaluated independently by DESE staff using the same standards used to evaluate LEA Adult Education and Literacy programs.
- 4.4 On-site evaluations will be conducted as outlined in Appendix F.
- 4.5 All programs will conduct and file with DESE a program evaluation annually to determine the effectiveness of Adult Education and Literacy activities provided by the program as outlined in Appendix F.
- 4.6 Local programs' annual evaluation activities will include follow-up of students at 6 months, 12 months, 18 months, and 24 months after leaving the program.

## 5.0 PERFORMANCE MEASURES

### 5.1 Eligible Agency Performance Measures

1. All local programs funded with Adult Education and Literacy federal and state funds will meet or exceed core performance levels outlined in the State Plan.
2. Should local programs fail to meet or exceed core performance levels, they will be required to work closely with Department of Elementary and Secondary Education staff to develop a program performance improvement plan of action for the following year.
3. If the program performance improvement plan of action does not bring about positive results, a hearing will be held to consider termination of the local program.

### 5.2 Performance Measures and Benchmarks

1. Core Indicator #1: Demonstrated improvements in literacy skill levels in reading, writing, and speaking the English language, numeracy, problem-solving, English language acquisition, and other literacy skills. (See Appendix B)
2. Core Indicator #2: Placement in, completion of, or retention in post-secondary education, training, unsubsidized employment, or career advancement. (See Appendix B)
3. Core Indicator #3: Receipt of a secondary school diploma or its recognized equivalent. (See Appendix B)

### 5.3 State Specific Performance Measures for Local Programs are:

1. Increase enrollment.
2. Increase the number of students attending 12 hours or more.
3. Increase the number of students who attended AEL classes 12 hours or more and earned a GED.
4. Increase the passing rate for the GED test.
5. A minimum of 80% of students enrolled will be pre-tested in the areas of math or reading.
6. A minimum of 25% of students enrolled will be post-tested in the areas of math or reading.
7. A minimum of 5% of the target population will be served by the program each year. (See section 2.0 & Appendix E of the State Plan)

## 5.4 Performance Measures for Adults Participating in Family Literacy Programs

Performance criteria for Missouri adults enrolled in Family Literacy programs partially or fully funded by the Adult Education and Literacy Section of DESE, are the same as for those adults enrolled in regular Adult Education and Literacy programs. The Core Follow-up Outcome Measures required by the National Reporting System (NRS) are: 1) Completed an Educational Functioning Level, 2) Entered Employment, 3) Retained Employment, 4) Obtained a GED or Secondary School Diploma, and 5) Entered Postsecondary Education or Training. Additional, but not required, performance measures that may be reported are: 1) Increased Involvement in Children's Education (help more frequently with school, increased contact with children's teachers, more involved in children's school activities) and 2) Increased Involvement in Children's School Activities (Reading to children, visiting library, purchasing books or magazines).

## 5.5 Locally Derived Performance Measures

Local programs will have the option to implement performance measures in addition to those described above. (See Section 5.3 of the State Plan)

## 5.6 Student Follow-Up

All programs must implement a follow-up procedure and be able to demonstrate and document student placement in, retention, or completion of post-secondary education, training, unsubsidized employment, or career advancement of all students leaving the program or obtaining a GED. [Note: The state agency is meeting with state university staff to conduct the required follow-up using a statewide data-base of employer earnings records and postsecondary education enrollment. The state agency may elect to use follow-up data from this source rather than self-reporting by local programs.]

## 5.7 Factors

1. Performance levels may be adjusted for funded programs based on factors such as those listed below to the extent those adjusted levels promote improvement in performance.
  - a. Characteristics of participants
  - b. Services and instruction to be provided
  - c. ESL students

## 6.0 PROCEDURES AND PROCESS FOR FUNDING ELIGIBLE PROVIDERS

6.1 Applications will be competitive, open and available to all eligible applicants and will address the following items:

1. The degree to which the local provider will establish measurable goals for participant outcomes.
2. The past documented effectiveness or demonstrated ability of an eligible provider in improving the literacy skills of adults and families.
3. The documented success of an eligible provider in meeting or exceeding DESE approved performance measures under section 212 of the Act, especially with respect to those adults with the lowest levels of literacy for a minimum period of one year.
4. The commitment of the eligible provider to serve individuals in the community who are most in need of literacy services, including individuals who are low-income or have minimal literacy skills and persons with special needs.
5. Whether or not the program:
  - a. Is of sufficient intensity and duration for participants to achieve substantial learning gains; and
  - b. Uses instructional practices, such as phonemic awareness, systematic phonics, fluency, and reading comprehension that research has proven to be effective in teaching individuals to read.
6. Whether the activities are built on a strong foundation of research and effective educational practice.
7. Whether the activities effectively employ appropriate advances in technology, including the use of computers.
8. Whether the activities provide learning in real life contexts to ensure that an individual has the skills needed to compete in the workplace and exercise the rights and responsibilities of citizenship.
9. Whether the activities are staffed by well-trained instructors, administrators, and other appropriate professional staff.
10. Whether the activities are coordinated with other available resources in the community, such as by establishing strong links with elementary schools and secondary schools, post-secondary educational institutions, one-stop centers, job training programs, and social service agencies.

11. Whether the activities are offered with flexible schedules and support services (such as child care and transportation) that are necessary to enable individuals, including individuals with disabilities or other special needs, to attend and complete programs.
12. Whether the program maintains a high quality information management system that has the capacity to report participant outcomes and to monitor program performance against the local provider's performance measures.
13. Whether the local communities have a demonstrated need for additional English Literacy programs.

6.2 Plan Contents: In developing the local plan, and any revisions to the local plan content, the local provider shall include:

1. An objective assessment of the needs of individuals in areas to be served by Adult Education and Literacy activities, including individuals most in need or hardest to serve. (See Section 2.0 of the State Plan)
2. A description of the Adult Education and Literacy services that will be carried out with any funds received under this Act. (See Section 3.0 of the State Plan)
3. A description of how the local provider will evaluate annually the effectiveness of the Adult Education and Literacy activities based on the performance measures described in Section 212 of the Act. (Appendix F)
4. A description of the performance measures described by the state and how such performance measures will ensure the improvement of Adult Education and Literacy activities in the State. (See Section 5.0 of the State Plan) (See Appendix B)
5. A description of how the local provider will fund local activities in accordance with the considerations described in Section 231 (E) of the Act.
6. A description of the process that will be used for public participation and comment with respect to the local provider's plan. (See Section 9.1, 8 of the State Plan)
7. A description of how the local program provider will develop program strategies for populations that include at a minimum: (See Section 8.0 of the State Plan)
  - a. Low-income students
  - b. Individuals with disabilities
  - c. Single parents and displaced homemakers
  - d. Individuals with multiple barriers to educational enhancement, including individuals with limited English proficiency

8. A description of how the Adult Education and Literacy activities that will be carried out with any funds received under this Act will be integrated with other Adult Education, career development, and employment and training activities in the State or outlying area served by the local program provider.
9. A description of the steps the local provider will take to ensure direct and equitable access as required in Section 231 (C) (1).
10. Description of how local program provider will serve special needs students.

6.3 Eligible Providers for a grant or contract may include:

1. A local educational agency.
2. A community-based organization of demonstrated effectiveness.
3. A volunteer literacy organization of demonstrated effectiveness.
4. An institution of higher education.
5. A public or private nonprofit agency.
6. A library.
7. A public housing authority.
8. A nonprofit institution that is not described in any of these subparagraphs and has the ability to provide literacy services to adults and families.
9. A consortium of any otherwise eligible agencies, organizations, institutions, libraries, or authorities.

#### 6.4 Notice of Availability

Notice of program and funds availability will be made in at least 2 major newspapers that have state-wide circulation, Missouri's Commissioner of Education's monthly newsletter, the state library office, Literacy Investment For Tomorrow - MO, Missouri Literacy Association, Missouri Association of Adult and Community Education, Show-Me Literacy Newsletter, and Missouri State Division of Workforce Development.

6.5 Applications must be submitted on the date stated in the notice referenced in Section 6.4.

6.6 Evaluation of applications will be made by impartial readers using guidelines to objectively evaluate the application and will at a minimum consider the following:

1. Applicants must establish measurable program goals. (See Appendix B)
2. Applicants must document in objective, quantifiable and measurable form their past program effectiveness or demonstrate their ability to provide Adult Education and Literacy services to adults.
3. Applicants will be evaluated in terms of how the program will serve individuals in the community who are most in need of literacy services.
4. Applicants must describe that the local program is of sufficient intensity and duration for participants to achieve substantial learning gains.
5. Program activities are built on a strong foundation of research and effective educational practice.
6. The program effectively employs appropriate technology including the use of computer assisted instruction.
7. Activities are related to real life situations and ensure that a student will have the skills needed to compete in the workplace and exercise the rights and responsibilities of citizenship.
8. The program is staffed with state certified instructors, administrators and other necessary professional educators.
9. The program coordinates its activities with other available resources such as with elementary and secondary schools, post-secondary education programs, area vocational - technical schools, Missouri Career Centers (One-Stop Centers), job training programs, and social service agencies.
10. Provide coordination between the program and other agencies in the area being served.

11. The program maintains a high quality information management system that reports student outcomes and monitors local program performance against the local provider's performance goals.
12. The local community needs for additional English Literacy programs are identified and met.

#### 6.7 Funding Formula

Funding is based upon the following:

##### 1. Core Funding

The core funding formula provides the bulk of Missouri's AEL funding through a formula driven by instructional time. The funds are distributed to grantees on an audited contact-hour basis, and are intended to support "core" instructional and operational activities.

To maintain a fair and equitable funding formula, the "core" must be sufficient to support basic program operations. Therefore, the core funding calculations will be based on the previous four years' totals of audited contact hours. Fifty percent (50%) of the calculation will be based on each local program's total number of audited contact hours from the previous year. The remaining fifty percent (50%) of the calculation will be based on each local program's previous three-year average (preceding the previous year) of the total number of audited contact hours.

Applicants with no documented contact hours for the previous four years will automatically utilize the numbers generated by the entity previously serving the district. If the district has not been previously served, the eligible number of participants will be multiplied by 5% to determine an estimated number of participants to be served. The estimated number will then be multiplied by \$100 per individual to establish the core-funding amount.

##### 2. Performance Funding

The performance funding formula is based on the number of individuals who attained success through AEL programs and services. The best measures of AEL student progress are related to established performance measures. The recognized measures are GED Attainment and Literacy Level Advancement. The performance funding will be calculated from the total number of individuals multiplied by the attainment rate for each performance measure.

Set-asides within performance funding allocation initiatives may be established to assist programs in enhancing statewide priorities.

Applicants who do not have performance numbers from the previous two years will automatically utilize the numbers generated by the entity previously serving the district. If the district has not been previously served, a performance allocation will be mutually agreed upon between the Department of Elementary and Secondary Education (DESE) and the granting entity.

3. Targeted Allocations

Special targeted allocations may be made available during each fiscal year. These allocations may include, but are not limited to, data collection, marketing, technology, and/or supplemental literacy. Each targeted allocation may require the submission and approval of a plan (with budget and narrative) prior to funds being expended.

6.8 Each local applicant will include in its application the steps it proposes to implement to ensure equitable access to and participation in the Adult Education and Literacy Program for students, teachers, and other program beneficiaries with special needs and with regard to:

1. Gender
2. Race
3. National Origin
4. Color
5. Disability
6. Age

## 7.0 PUBLIC PARTICIPATION AND COMMENT

- 7.1 Several planning meetings were held with representatives of the following agencies and partners to obtain input and guidance in developing the State Plan for Adult Education and Literacy:
1. A broad cross section of potential service providers
  2. Representatives from the Division of Family Services
  3. Representatives of Even Start and Family Literacy programs
  4. Post-secondary institutions
  5. Job Training program representatives
  6. Corrections
- 7.2 The State Plan was submitted to the Governor's office for review and comment. Any comments will be included as Appendix D to the State Plan.
- 7.3 A draft of the State Plan was placed on the Department of Elementary and Secondary Education's Adult Education and Literacy Internet page for review and comment.
- 7.4 The state conducted 5 public hearings on a regional basis.
- 7.5 The Missouri Employment and Training Council (MTEC) Executive Committee at its April 5<sup>th</sup>, 1999, meeting reviewed and favorably commented on the State Plan. The Executive Committee recommended that the State Plan be accepted by the full council. MTEC has been designated as the State's Workforce Investment Board.
- 7.6 A summary of all comments received will be included in Appendix D.

## 8.0 DESCRIPTION OF PROGRAM STRATEGIES

8.1 Innovative programs will be available where appropriate for use by students.

1. Distance learning programs will be utilized for instruction.
2. Local Adult Education and Literacy programs will be encouraged to provide supportive activities such as phone tutoring, testing and classroom instruction for students enrolled in alternative instructional programs.
3. Local Adult Education and Literacy programs are planned for the five (5) years of the state plan.

8.2 Access to programs such as "Crossroads Café" will be available through the literacy resource center for use by programs serving ESL students.

8.3 Comprehensive computer assisted instructional programs will be available in areas of the state with limited access to computer assisted instruction through the use of lap top computers provided to local adult literacy programs.

8.4 Services will be provided in low income housing projects and institutions such as correctional centers and nursing homes by local adult literacy programs.

8.5 Facilities will be available to students with disabilities.

1. Teachers will receive orientation to and special training in meeting the educational needs of learning disabled students.
2. All programs will provide equal access to Adult Education and Literacy services for handicapped students.

8.6 Local programs will be encouraged to use the Internet for distance learning where practical.

- 8.7 All activities under this section are planned for implementation during the 5 years of the state plan.
- 8.8 All local providers will be encouraged to locate services in Missouri Career Centers (One-Stop Centers), business and industry locations, and not-for-profit community based facilities.

## 9.0 INTEGRATION WITH OTHER ADULT EDUCATION & TRAINING

### 9.1 Local Adult Education and Literacy programs will be represented on local Workforce Investment Boards.

1. Adult Education and Literacy programs will be involved in and provide service at Missouri Career Centers (One-Stop centers) when practical.
2. Adult Education and Literacy instruction will be provided as a component of Family Literacy programs in the state. The term “Family Literacy” means services that are of sufficient intensity in terms of hours, and of sufficient duration, to make sustainable changes in a family, and that integrate all of the following activities:
  - a. Interactive literacy activities between parents and their children.
  - b. Training to obtain the necessary educational skills to become the primary teacher for and full partners in the education of their children.
  - c. Parent literacy training that leads to economic self-sufficiency.
  - d. An age-appropriate education to prepare children for success in school and life experiences.
3. Workplace Literacy as defined in Section 201 (18) of the Act, will be available to local businesses as a component of the Adult Education and Literacy program. Workplace Literacy means literacy services that are offered for the purpose of improving the productivity of the workforce through the improvement of literacy skills.
4. Adult Education and Literacy services will be coordinated with Temporary Assistance for Needy Families (TANF) programs to assure welfare recipients have the skills needed for employment and to become self-sufficient and productive citizens.
5. Local public and nonpublic secondary schools are required to provide lists of persons to the state Adult Education and Literacy office who have dropped out of school for referral to local Adult Education and Literacy programs in a timely manner. (Required by Missouri State Law 167.275, Section 167.275, Revised Statutes of Missouri.)
6. DESE will require all local funded Adult Education and Literacy programs to establish advisory committees, which include representation from Workforce Investment Act programs.

## 9.2 State Unified Plan

1. Missouri submitted its Workforce Investment Act (WIA) plan to the U.S. Department of Labor in spring, 2000. The plan was approved and implemented on July 1, 2000. At this time, no decision has been made on the submission of a unified state plan.
2. There are fourteen (14) approved and designated Workforce Development Regions in Missouri. All of the Regions have approved Memorandums of Understanding (MOU) between workforce development partners, including local Adult Education and Literacy programs. As required, these Adult Education and Literacy programs have submitted a copy of the completed MOU as an addendum to their program plan. Currently, MOUs in each Region are being updated and/or amended. Department of Elementary and Secondary Education participated with state Workforce Development partners in developing and implementing an MOU Guide to facilitate the process.

## 10.0 DIRECT AND EQUITABLE ACCESS TO ADULT EDUCATION FUNDS AND PROGRAMS

- 10.1 All eligible applicants will use the competitive application process for program funds.
- 10.2 Applications will be read, evaluated, and scored by impartial readers. Applications receiving the highest scores will be funded as outlined in Section 6.7.
- 10.3 Funds will be allocated based on past performance and objectively measured needs.
- 10.4 Geographical service areas are defined as public K-12 school districts in the state of Missouri and state correctional facilities owned by the state and administered by a correctional superintendent.
- 10.5 One geographical area may have multiple service providers if:
  - 1) The total population exceeds 20,000 eligible students, OR
  - 2) Different service providers serve different populations.

Multiple applications for serving a single geographical area are expected. These will be accepted for review and consideration, but only one program per geographical area will be funded with the exception of the aforementioned conditions. If it is determined that the geographical area is best served by allowing multiple programs to serve the same geographical area, the multiple programs should negotiate a cooperative service agreement. If a cooperative service agreement cannot be negotiated, the Department of Elementary and Secondary Education (DESE) reserves the right to call a hearing to determine the most cost effective and best plan to service eligible participants. The State Director may, when conditions warrant, make adjustments in geographical areas that may have more than one program.

- 10.6 Applications will be approved for a 3 year period but continued funding will be awarded annually based on program performance. (See section 5.0 of the State Plan)

## 11.0 PROGRAMS FOR CORRECTIONAL EDUCATION AND OTHER INSTITUTIONALIZED INDIVIDUALS

- 11.1 Adult Education and Literacy services to persons who are institutionalized or are in correctional facilities will be provided with not more than 10% of the 82.5% of federal funds made available for use by local providers and state agencies.
1. The types of Correctional Adult Education and Literacy programs that may use federal Adult Education and Literacy Act funds include:
- a. Basic Education.
  - b. Special Education Programs (including learning disabled programs).
  - c. English as a Second Language classes.
  - d. Secondary school level academic programs.
- 11.2 Priority for Workforce Investment Act funds will be to serve individuals who are likely to leave the correctional institution within five years or less of participation in the program.
- 11.3 Types of institutional settings:
- 1. Prison
  - 2. Jail
  - 3. Reformatory
  - 4. Work farm
  - 5. Detention center
  - 6. Halfway house, community-based rehabilitation center, or other similar institution designed for the confinement and/or rehabilitation of other special populations.

## 12.0 STATE LEADERSHIP AND ADMINISTRATIVE ACTIVITIES

12.1 DESE will use no more than 12.5% of federal funds for the following Adult Education and Literacy leadership activities:

1. The establishment or operation of professional development programs to improve the quality of instruction provided, pursuant to local activities required under Section 231 (b), including instruction incorporating phonemic awareness, systematic phonics, fluency, reading comprehension, and instructional assistance provided by volunteers or by other personnel.
2. The provision of technical assistance to eligible providers of Adult Education and Literacy activities.
3. The provision of technical assistance, including staff training, to eligible providers of Adult Education and Literacy activities to enable the eligible providers to improve the quality of such activities.
4. The support of State or regional literacy centers.
5. The monitoring and evaluation of the quality of, and the improvement in, Adult Education and Literacy activities.
6. Incentives for program coordination, integration and/or performance.
7. The development and dissemination of curricula, including curricula incorporating phonemic awareness, systematic phonics, fluency, reading comprehension, and education strategies for special needs students.
8. Other activities of statewide significance that promote Adult Education and Literacy.
9. Coordination with existing support services, such as transportation, child care, and other assistance designed to increase rates of enrollment in, and successful completion of, Adult Education and Literacy activities.
10. Integration of literacy instruction and occupational skill training, and the promotion of linkages with employers.
11. Promotion of linkages with area vocational-technical schools and post-secondary educational institutions.

12.2 The state educational agency will use no more than 5% of the federal funds for the following Adult Education and Literacy Act state administrative activities:

1. The development, submission, and implementation of the State Plan.
2. Consultation with other appropriate agencies, groups, and individuals that are involved in, or interested in, the development and implementation of activities assisted under Title II of the Workforce Development Act.
3. Coordination with other Federal and State education, training, corrections, public housing, and social service programs to prevent duplication of services.

12.3 Collaboration with Other Related Agencies and Programs

1. Adult Education and Literacy, through local service providers, will provide adult literacy components to all local programs such as Even Start, Family Literacy, Workforce programs, English as a Second Language programs, Homeless programs, programs serving welfare recipients, citizenship programs, and other programs serving unemployed or under employed adults.
2. Local Adult Education and Literacy staff should actively participate on boards and other similar bodies providing services to persons who need Adult Education and Literacy.
3. The State Adult Education and Literacy Section office will fund a monthly publication that will be mailed to persons who are involved in Adult Education and Literacy. This publication will offer groups an opportunity to publish information about their agencies and activities in an effort to encourage coordination among agencies.
4. The following group's representatives were invited to attend planning meetings during the development of the state plan:
  - a. Local Literacy Providers
  - b. Even Start/Family Literacy
  - c. Volunteer Literacy agencies
  - d. Not-for-profit community based organizations
  - e. Job Development and Training
  - f. Family Service (Temporary Assistance for Needy Families)
  - g. Community College/higher education
  - h. Professional Adult Education and Literacy organizations

12.4 DESE will provide the following activities to ensure equitable access to and participation in the Adult Education and Literacy programs for students, teachers, and other program beneficiaries with special needs.

1. One key AEL certified teacher in each Adult Education and Literacy program should be trained to screen and identify the needs of learning disabled students.
2. All local programs will be required to provide equitable access to all program services for students, teachers, and other program beneficiaries.
3. Orientation and training regarding the needs of special needs students will be provided to all teachers and administrators.
4. ESL training workshops will be provided on a yearly basis for teachers to assure English language instruction for non-English speaking students.
5. Funds will be provided to local Adult Education and Literacy programs to provide teacher inservice training on how to meet the special needs of program recipients.

## 13.0 PROGRAM ADMINISTRATION

### 13.1 Local Administrative Cost Limits

1. Not less than 95% shall be expended for Adult Education and Literacy services unless specifically approved by the State Director of Adult Education and Literacy.
2. The remaining amount, not to exceed 5%, shall be used for planning, administration, personnel development, and interagency coordination.
  - a. SPECIAL RULE: In cases where the cost limits are too restrictive to allow for adequate planning, administration, personnel development, and interagency coordination, the eligible provider can mutually agree with the State Director of Adult Education and Literacy in order to determine an adequate level of funds. No more than 5% of requested AEL Grant funds may be used for administration, however, an additional 16% may be requested and, if approved, used for administrative use. The total allowable percentage of funds that can be utilized for administration is 21% of the total budget.

- Appendix A Request for Proposal and Checklist for Applicants
- Appendix B Baseline data and Performance Measure Worksheets
- Appendix C Administrative Guide
- Appendix D Governor's comments and comments of other individuals, agencies, and groups
- Appendix E University of Missouri statistics of target population by local school districts in Missouri
- Appendix F Program effectiveness self evaluation guide